



### PROFESSIONAL SERVICES BULLETIN

Submittals for projects appearing in this *Professional Services Bulletin* are due by **11:00 a.m., December 23, 2008.**

The projects from this bulletin will be presented at the **February 18, 2009 Board Meeting.**

#### NOTICE TO RECIPIENTS:

Please read carefully and follow all rules and instructions in this document.

**REMINDER:** You are able to access the 255 Form (revised 05/07) in the Reference Library Section of CDB's website. Use only this version of the form for submittal.

Posted to website 12/06/08.

Board Meeting results can be found on CDB's website February 19, 2009.

CDB's Internet Address:  
[www.cdb.state.il.us](http://www.cdb.state.il.us)

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# PROFESSIONAL SERVICES BULLETIN

## GENERAL INFORMATION

The procurement of design services by the Capital Development Board (CDB) is governed by the Illinois Compiled Statutes, 30ILCS 535, Architectural, Engineering, and Land Surveying Qualifications Based Selection Act.

This Bulletin is the advertisement to procure design services whose official notification is made via CDB's website, [www.cdb.state.il.us](http://www.cdb.state.il.us).

Listed below are important guidelines, instructions and general information. Please read the following information carefully.

Unless otherwise specified, submittal(s) are to be sent to:

**Qualifications Based Selection (QBS) Committee  
Capital Development Board  
3rd Floor, William G. Stratton Building  
401 South Spring Street  
Springfield, IL 62706**

CDB is not responsible for submittal(s) sent to any individual within CDB or to another office.

**SPECIAL NOTICE:** *This bulletin may contain projects that Governor Blagojevich has deemed to be particularly important to the local economy. Because of the impact these projects will have in creating jobs and making the region more attractive to businesses, CDB will rigorously enforce the project schedules. Please keep this in mind when submitting on economic development projects, which are designated in the bulletin descriptions.*

### SUBMITTAL REQUIREMENTS:

- In accordance with 44 Illinois Administrative Code 980.130:
  - a) All A/Es submitting statements of qualifications for a project shall be prequalified with CDB prior to the date and time that the submittal(s) are due. Failure to be prequalified will result in rejection of the submittal(s).
  - b) Consultants that will be performing architectural, engineering or land surveying professional services for the Prime A/E submitting the 255 form shall be prequalified with CDB prior to the date and time that the submittal(s) are due. Failure of the professional consultants to be prequalified shall result in rejection of the Prime A/E's submittal(s).

### PREQUALIFICATION:

- What type of firm needs to be prequalified with CDB?

Any firm providing Architectural, Engineering, Asbestos Abatement design services or Land Surveying.

- To verify that all design firms (Prime and/or Consultants) are currently prequalified with CDB, please access CDB's website, <http://www.cdb.state.il.us/forms/download/arch.pdf>.
- To obtain prequalification forms you may access CDB's website, <http://www.cdb.state.il.us/forms/download/AEprequal.doc> or contact Jim Dautel at 217/782-1383.
- CDB requires within its prequalification process that all firms obtain Illinois Department of Human Rights eligibility number.
- Please notify Jim Dautel within ten (10) days of any significant changes in the information provided in your firm's prequalification application form.
- If selected, CDB prequalification is required until the issuance of the contract. It is the responsibility of all firms to maintain a current CDB prequalification status.
- Corporations, LLPs and LLCs shall be in good standing with the Illinois Secretary of State, Corporation Division, to be granted prequalification and issued a contract.
- Firms must be properly licensed in the respective profession(s) with the Department of Professional Regulation and the Department of Public Health.

#### **SUBMITTAL PROCEDURES:**

- **REMINDER: You are able to access the 255 Form located at the CDB's website at <http://www.cdb.state.il.us/forms/download/255form-03.doc>. A copy of this form is no longer included in this publication. Use only this version of the form for submittal.**
- ***One (1) original and three (3) copies of the 255 form are necessary for each project submittal.***
- By making a submittal, the firm attests that it has read the certifications and disclosures required by the Professional Services Agreement (PSA) and the A/E Manual.
- In order that all submittal(s) are similar, do not include pictures or other graphics. This form is not to be a marketing brochure. Provide only the information requested. It is not necessary to submit a copy of your CDB prequalification letter.
- Cover/transmittal letters on the CDB 255 form or accordion binders will not be accepted. The CDB 255 form is the only information accepted as the submittal.
- Use staples to bind the CDB 255 form.
- The name of the firm making the submittal must be the legal name associated with the taxpayer's identification number and as provided on that firm's prequalification application.
- The firm making the submittal must be the office location where the work is being performed.

- The original submittal must contain the signature of the firm's president, vice president, partner or sole owner or any other person authorized to execute business for the firm.
- Submittal(s) for more than one project may be mailed or packaged together. Separate envelopes are not required.
- The submittal shall include the names of persons who will perform the services, including their project assignment or duties, as well as a resume of their experience and expertise that qualifies them to perform the assignment. This includes the listed Consultant's designated staff.
- The A/E shall clearly indicate the anticipated percentage of the services that will be performed by each listed Consultant.
- The Prime A/E must use the Consultants and staff as submitted in their CDB 255 form. Consultants are considered first tier and shall hold a contract directly with the firm submitting the 255 form.
- Project team changes will not be allowed without prior written approval of the **Capital Development Board's Executive Director**.
- Faxed submittal(s) will not be accepted.
- Submittal(s) received on the designated date at or prior to 11:00 a.m. (CST) deadline will be given consideration.

#### **REJECTIONS WILL OCCUR FOR THE FOLLOWING REASONS:**

- Submittals received after the designated due date and time as stated on the Professional Services Bulletin.
- Including pictures or any graphics will result in rejection of the submittal(s).
- Failure of the Prime A/E firm to be prequalified will result in rejection of the submittal(s).
- Failure of the Consultants (providing regulated design services) to be prequalified will result in rejection of the Prime A/E's submittal(s).
- Including any individual previous contract values can result in rejection of the submittal(s).
- If a firm's or their Consultant's prequalification expires during the selection process, CDB reserves the right to remove the submittal from consideration, recommend another firm for final selection or cease negotiations of a contract and commence negotiations with another firm.
- Any incorrect, incomplete or misleading information given on the CDB 255 form may result in the rejection of a submittal. Please be sure to have the information completed in its entirety.
- Failure to sign the 255 submittal(s).

## SELECTION PROCESS:

- Selection of design firms by CDB is not based on competitive bidding but on the firm's professional qualifications. Consideration criteria may include, but not limited to: experience and expertise of professional personnel assigned to the project, relevant project experience, prior performance, willingness to meet time requirements, proximity to site, workload/recent selections, minority/female business enterprise participation.
- CDB strongly encourages MBE/FBE firms to apply for selection as the Prime A/E and to seek participation as a Consultant with Prime A/E firms.
- Subsequent to 255 submittal deadline, members of the A/E Selection Committee are not available to discuss project specifics. CDB procedures ensure that all members of the committee are provided with detailed information concerning prior performance, current projects and all submittal information by the A/E firms.
- For interview level projects, all parties, including **ALL CONSULTANTS**, shall be available to participate in the interview process.
- Results of the selection process are available on CDB's website ([www.cdb.state.il.us](http://www.cdb.state.il.us)) the day after the Board Meeting as designated on the respective bulletin cover.

## FEE NEGOTIATION:

- To ensure that the completion of the project is not delayed by extended or long negotiations before the start of the contract work, the CDB representative negotiating the contract will state the length of time the firm will be limited to in preparing its estimate of effort and cost. Should CDB be unable to successfully negotiate a contract with the recommended A/E, CDB will immediately proceed to negotiate with the second ranked firm.
- The determination of compensation for the performance of basic services is through negotiation of fees and services with CDB based on the following criteria:
  1. The project type classification.
  2. The scope of basic services required to complete the agreed upon project scope.
  3. The degree of difficulty of the scope of basic services' tasks as applied to the particular project.
  4. The proposed project construction budget. (Used primarily as a benchmark reference.)
- Projects shall be classified as either new construction (N) or remodeling (R). Each classification is broken down into three levels of complexity as described below:

Group I	Generally, the most complex projects in both design and detail and shall involve complex programs, mechanical systems, code requirements, etc.
Group II	Generally, projects with normal or average complexity may include a combination of more and less complex elements in the scope.
Group III	Generally, these projects shall be of simple or repetitive construction without any great degree of special finish or design effort. May include projects where equipment purchases comprise a large portion of the construction budget.

**CDB PROJECT NO. 546-235-013**  
**Department of Military Affairs**  
**Replace Paint Booth**  
**North Riverside Armory - Cook County**

**CDB PROJECT MANAGER: Andrea Bauer**

**APPROPRIATED AMOUNT: \$300,000 (Federally Funded)**  
**ESTIMATED TOTAL PROJECT COST: \$300,000 (Federally Funded)**

**PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000**

**PROJECT FEE CLASSIFICATION: Group N/A (Federal Fee Tables)**

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The North Riverside Armory is an 88,000 square foot, two-story, block and brick building constructed in 1986.

The scope of work provides for replacing the approximately 800 square foot paint booth in the maintenance bay including upgrading the mechanical, electrical and exhaust systems.

<p><b>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</b></p>
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<p><b>ALL SUBMITTING FIRMS SHOULD INCLUDE ON THEIR TEAMS STAFF AND/OR CONSULTANTS WITH THE NECESSARY EXPERTISE TO PERFORM THE SCOPE OF SERVICES.</b></p>
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**CDB PROJECT NO. 546-325-061**  
**Department of Military Affairs**  
**Replace Light Fixtures - Building 3 and Building 5 Warehouses**  
**Camp Lincoln (Springfield) - Sangamon County**

**CDB PROJECT MANAGER: Gary Kitchen**

**APPROPRIATED AMOUNT: \$250,000 (Federally Funded)**  
**ESTIMATED TOTAL PROJECT COST: \$250,000 (Federally Funded)**

**PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000**

**PROJECT FEE CLASSIFICATION: Group N/A (Federal Fee Tables)**

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The Building 3 USPFO Warehouse is a 57,262 square foot, one-story, block and brick building constructed in 1978. The Building 5 Warehouse is a 10,000 square foot, one-story metal and concrete building constructed in 1982.

The scope of work provides for replacing 250 light fixtures, including associated conduits and switches.

<p><b>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</b></p>
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<p><b>ALL SUBMITTING FIRMS SHOULD INCLUDE ON THEIR TEAMS STAFF AND/OR CONSULTANTS WITH THE NECESSARY EXPERTISE TO PERFORM THE SCOPE OF SERVICES.</b></p>
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**CDB PROJECT NO. 630-205-002**  
**Department of Transportation**  
**Planning and Beginning the Upgrade of the Rest Area Sewage System**  
**Krisdala Baka Rest Area - Henry County**

**CDB PROJECT MANAGER: Tim Dietz**

**APPROPRIATED AMOUNT: \$10,000**  
**ESTIMATED TOTAL PROJECT COST: To Be Determined**

**PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000**

**PROJECT FEE CLASSIFICATION: Group II R**

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The Krisdala Baka Rest Areas (northbound and southbound) are located on I-74 two miles north of Woodhull and each are 2,200 square feet, one-story, quarried-limestone buildings constructed in 1988.

The initial \$10,000 of funding is to plan and begin the design for upgrading the Krisdala Baka Rest Area's sewage system.

Upon review and approval by the Illinois Department of Transportation of the solutions within the submittal, the revised scope of work and future funding may provide for upgrading the sewage system, including replacing the sewage pumps, electronics, fuses, and wiring; increasing the sewage vault capacity; and, adding a ditch culvert and concrete pad around the sewage vault.

<p><b>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</b></p>
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<p><b>ALL SUBMITTING FIRMS SHOULD INCLUDE ON THEIR TEAMS STAFF AND/OR CONSULTANTS WITH THE NECESSARY EXPERTISE TO PERFORM THE SCOPE OF SERVICES.</b></p>
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**CDB PROJECT NO. 630-466-008**  
**Department of Transportation**  
**Planning and Beginning the Roof Replacement of the Green Creek Rest Areas**  
**Effingham (I-57) - Effingham County**

**CDB PROJECT MANAGER: Robert Bauer**

**APPROPRIATED AMOUNT: \$25,000**  
**ESTIMATED TOTAL PROJECT COST: To Be Determined**

**PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000**

**PROJECT FEE CLASSIFICATION: Group II R**

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The Green Creek Rest Areas (northbound and southbound) are each 2,100 square feet, one-story, brick buildings constructed in 1981.

The initial \$25,000 of funding is to plan and begin the design for replacing the ballasted membrane roofing system on the northbound and southbound Green Creek Rest Areas.

Upon review and approval by the Illinois Department of Transportation of the solutions within the submittal, the revised scope of work and future funding may provide for replacing the ballasted membrane roofing system including repairing the roofing deck; replacing the roof drains; ledge caps; and, removing and reinstalling the existing roof-top HVAC equipment.

<p><b>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</b></p>
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<p><b>ALL SUBMITTING FIRMS SHOULD INCLUDE ON THEIR TEAMS STAFF AND/OR CONSULTANTS WITH THE NECESSARY EXPERTISE TO PERFORM THE SCOPE OF SERVICES.</b></p>
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**CDB PROJECT NO. 630-540-003**  
**Department of Transportation**  
**Planning and Beginning the Upgrade of the Sewage System**  
**Silver Lake Rest Area (I-70) - Highland**

**CDB PROJECT MANAGER: Steve Sias**

**APPROPRIATED AMOUNT: \$30,000**  
**ESTIMATED TOTAL PROJECT COST: To Be Determined**

**PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000**

**PROJECT FEE CLASSIFICATION: Group II R**

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The Silver Lake Rest Areas (eastbound and westbound) are each 2,376 square feet, one-story, brick buildings constructed in 1986.

The initial \$30,000 of funding is to plan and begin the design for upgrading the Silver Lake Rest Area's sewage system.

Upon review and approval by the Illinois Department of Transportation of the solutions within the submittal, the revised scope of work and future funding may provide for upgrading the sewage system including replacing sewage pumps; upgrading the control cabinets; and, installing a sewage grinder system and backup generators for the pumps and buildings.

<p><b>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</b></p>
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<p><b>ALL SUBMITTING FIRMS SHOULD INCLUDE ON THEIR TEAMS STAFF AND/OR CONSULTANTS WITH THE NECESSARY EXPERTISE TO PERFORM THE SCOPE OF SERVICES.</b></p>
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